

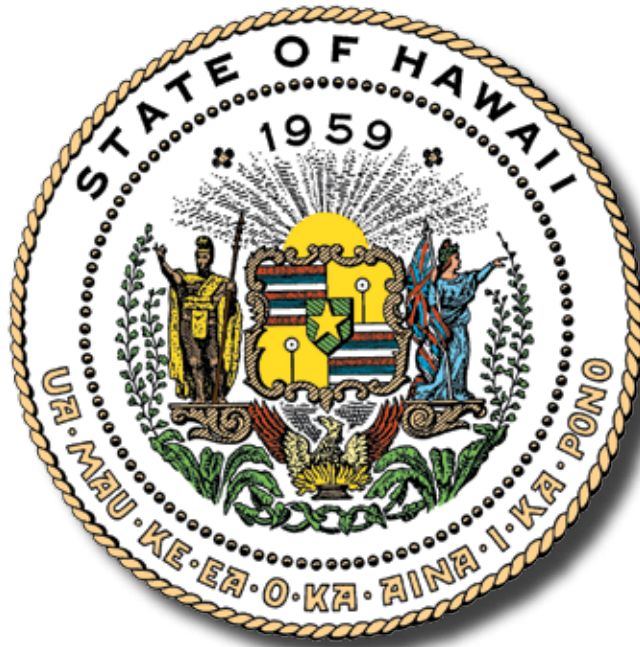


**State of Hawai`i**

**DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES**

**Annual Report**  
2004 - 2005





*Department of Accounting and General Services*

## ***Mission Statement***

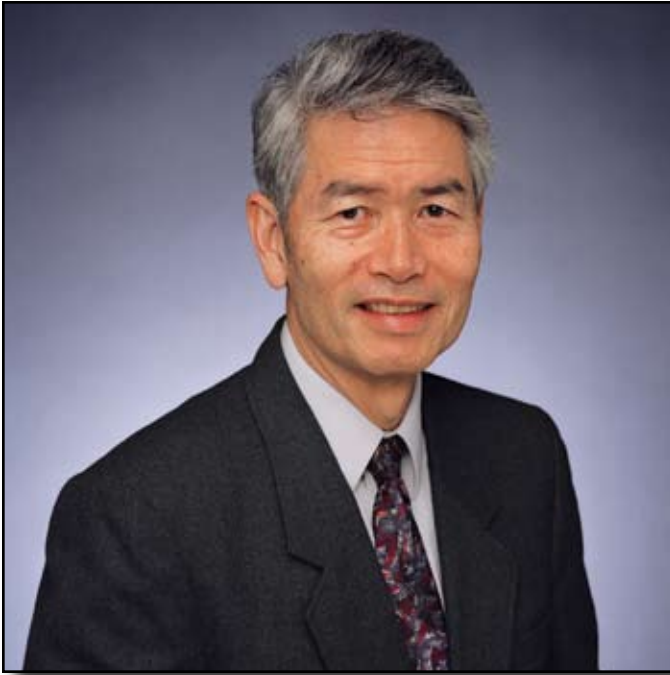
*To help agencies better serve the public by providing, at best value and with integrity: superior public facilities, expert technology solutions and services, operational support, fiscal guidance, oversight of administrative services and preservation and promotion of cultural heritage.*

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# COMPTROLLER'S MESSAGE



**Russ K. Saito**  
Comptroller DAGES

Aloha! Fiscal Year 2005 was another busy year for Department of Accounting and General Services (DAGS) and our employees responded to the challenge. The biggest test we faced was the transfer of functions and responsibilities for school repair, maintenance, and capital improvement projects from DAGS to the Department of Education (DOE). We accomplished this by transferring 207 positions to the DOE on O`ahu and creating Service Level Agreements (SLAs) to provide service under contract to the DOE on the neighbor islands. Thanks to the great teamwork of the Administrative Services Office, Personnel Office, Systems and Procedures Office, Central Services Division, Public Works Division, District Offices of Kaua`i, Maui, and Hawai`i, and the DOE, we pulled it off with hardly a hitch, winning kudos from the Interagency Working Group that was tasked to oversee the process.

Busy as we were preparing for the transfer from DAGS to the DOE, we still managed to effectively run our part of the business of State

government and achieve significant results for the citizens we serve. This report highlights a few of these results. Also, highlighted at the end of the report are some of the employees receiving awards this year that helped achieve these results. I think you will see that DAGS is all about improving trust in government and making government run better.

## **Division Highlights**

The Accounting and Audit Review Committee (AARC) created a web site, established quarterly meetings for State financial officers, and produced monthly management reports for department heads—all of which enhanced the financial administration of the State.

The Accounting Division completed the State's Comprehensive Annual Financial Report and submitted it to the Government Finance Officers Association of the United States and Canada from whom we hope to receive the *Certificate of Achievement for Excellence in Financial Reporting* as we have for 15 consecutive years.

The Archives Division helped draft and pass legislation allowing the use of electronic government documents. This will make the storage and retrieval of government records much more effective than a paper-based system.

The Audit Division continued its investigations and audits of internal processes and departmental finances, providing useful guidelines to improve accountability within State government.

The Automotive Management Division (AMD) established the DAGS Automotive Management Used Car Dealership, allowing the State to buy used vehicles below wholesale pricing. The AMD also replaced gate access for four parking garages to increase user convenience and



reduce costs.

The Central Services Division (CSD) completed 34,147 work orders (28,000 for public schools) and reduced the backlog of public schools work orders from 7,800 to 2,500. It also saved the State 40% on furniture by signing a contract with Hawai'i Correctional Industries to refurbish classroom furniture into "like new" condition instead of buying new, and effectively handled arrangements for capitol events, including the very moving Marine Memorial Services.

The Information and Communication Services Division (ICSD) was busy producing 58 video and 114 audio web casts, creating two statewide budget applications and initiating actions to create a cyber security office. It also helped develop a free-space optical network that tied the City, State and Federal agencies together in a Honolulu ring that will allow exchange of information as needed for joint operations.

The Public Works Division (PWD) and Neighbor Island District Offices, besides working tirelessly to transfer functions to the DOE, solicited bids for 173 projects, coordinated design of 273 projects, and completed construction of 172 projects for \$91 million on Oahu and 243 projects for over \$182 million statewide. They also won awards for significant past projects. The PWD Leasing Program helped convert the former Downtown Post Office building to house the Department of Commerce and Consumer Affairs and set up a web site to service its clients' over 1 million square feet of leased office space.

The Land Survey Division remained steadfast in its mission providing land survey assistance to State agencies and landowners. Services included providing over 100 survey maps to the Department of Land Natural Resources and reviewing over 140 applications for shoreline certification.

## **District Offices and Risk Management Highlights**

The Hawai'i District Office managed 2,657 work orders for repair and reduced its backlog from 1,663 work orders to 1,421. It also completed construction of 52 projects for over \$103 million, including the Kahua Ranch Anuenue Radio System site.

Maui District Office fulfilled all of its custodial, ground maintenance, motor pool and parking requirements. It also completed 4,464 work orders for repair and 60 construction projects, including the \$12 million Maui National Guard Armory at Puunene.

The Kaua'i District Office fulfilled all of its custodial and grounds keeping responsibilities and completed 2,578 work orders for repair. It also completed 37 construction projects including the \$36.2 million Kaua'i Judiciary project.

The Risk Management Program had two significant accomplishments. First, it selected a new insurance broker for state insurance needs. Second, the Program managed to receive the full amount of \$25 million insurance for the University of Hawai'i flood damage.

## **Attached Agency Highlights**

DAGS' attached agencies were also busy this year. The Aloha Stadium improved its Swap Meet arrangements, renegotiated its Pro-Bowl contract, repaved the lower Halawa parking lot and partnered with the University of Hawai'i for ticket sales.

The Campaign Spending Commission helped pass Act 203 requiring candidates to file electronically, prohibiting contributions from government contractors and increasing the criminal penalty for falsifying campaign spending reports.

The King Kamehameha Celebration Commission received grants from the Office of Hawaiian Affairs, Hawai'i Tourism Authority, and Grueninger Travel and significantly increased attendance at the parade and other events.

The Office of Elections successfully conducted the 2004 Primary and General Elections with the help of thousands of Election Day volunteers and the expertise of County and State officials. The implementation of the Federal Help America Vote Act (HAVA) of 2002 provided unprecedented access to voting for people in our community with disabilities. The acquisition of the direct recording electronic (DRE) system and the removal or abatement of physical impediments hindering access to polling places enhanced access for individuals with disabilities.

The Hawai'i State Foundation on Culture and the Arts opened three new art exhibitions, established the Friends of the Hawai'i State Art Museum and conducted monthly art lectures. It gave \$1.4 million in 122 grants statewide

and hosted visits by the Chair of the National Endowment for the Arts and National Assembly of State Arts Agencies.

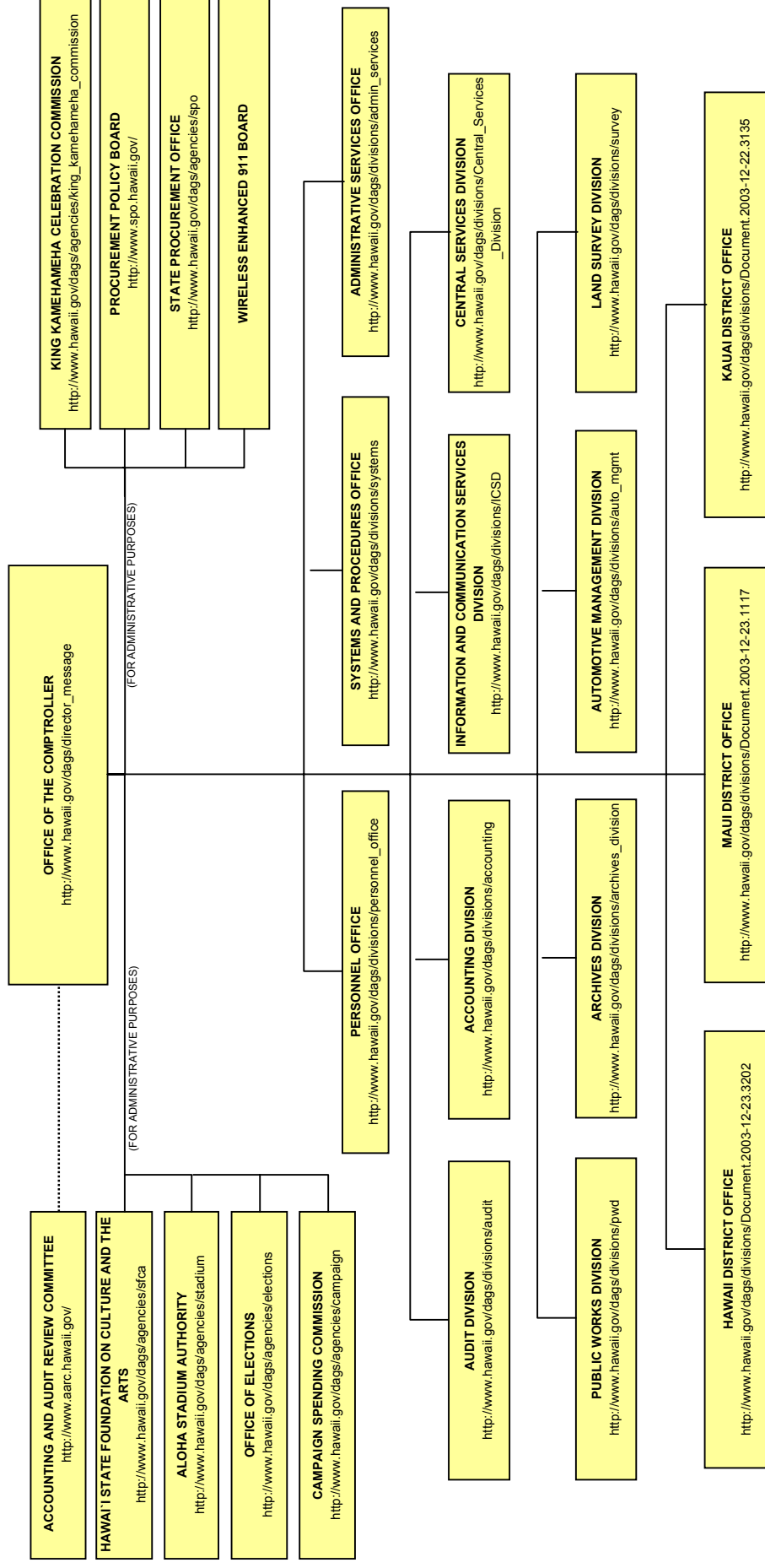
The State Procurement Office (SPO) performed well during the year. Besides overseeing the procurement process across all State agencies, the SPO produced savings of \$6.9 million in procurement awards and \$520,000 in on-line travel services. The SPO distributed \$7.7 million in Federal surplus equipment and vehicles. It also created a Health and Human Services Proposals web site and implemented a pCard program, increasing the number of pCard transactions per month from 2,715 to 11,945 in just five months.

The Wireless Enhanced 911 Board bootstrapped itself into operation in fiscal year 2005. Specifically, it implemented a reporting and remittance system for monthly surcharges in wireless connections and executed a banking contract to collect the monthly surcharges.



State Comptroller Russ Saito addressed members of several Native Hawaiian royal societies after Kahu John Keola Lake (left) blessed the plaques interpreting the statue and significant events in King Kamehameha I's life. Photos by Mike Okamoto.

**STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**



# ACCOUNTING AND AUDIT REVIEW COMMITTEE



**Katherine H. Thomason**  
*Deputy Comptroller DAGS*

The Accounting and Audit Review Committee (AARC) was established to improve accountability for the expenditure of public funds. The AARC ensures compliance with the Comptroller's established accounting system and internal controls, and promotes efficiency in the Executive Branch by helping State departments and agencies comply with applicable laws, rules, regulations, policies, and practices.

## Responsibilities

- Propose statewide accounting and auditing policy for circulation through Comptroller's Circulars and Memoranda
- Review department and agency action plans for resolving Audit findings and issue Quarterly Progress Reports
- Provide Management Reports for Department Directors to help departments and agencies achieve their established benchmarks
- Serve as a resource for accounting questions and clarify procedures,

policies, rules, regulations, and practices for all Executive Branch employees

## Services Provided

The AARC was established in 2004 by the Comptroller with a membership of procurement, accounting, and audit experts. The AARC serves as a resource to the Comptroller and State financial officers through its web site, quarterly financial officers' meetings, e-mail, reports, and proposed recommendations.

## Accomplishments in FY 2005

In 2004 the AARC created a web site with fiscal information never before available online, including 1) Comptroller's Memoranda and Directives in a searchable format, 2) the three volume Accounting Manual, and 3) automated State accounting forms. The web site provides State financial officers with accounting, audit, and procurement updates on legislative and policy issues and changes. Through its monthly e-mail, 'AARC Alerts', the AARC web site has proven to be an efficient way to communicate with State financial officers in a timely manner.

The AARC established quarterly meetings with State financial officers, and, for the first time, provided financial officers with a central forum for networking and dialoguing on issues and concerns affecting their departments. The quarterly meetings also serve as a resource for legislative and issue updates and education.

The AARC provides monthly management reports to Cabinet members including the 1) Vendor Late Payment Report, 2) Overpayment of Salaries Report, and 3) Overtime Report. These reports provide directors with information that help their departments make better decisions, resulting in cost reductions to the State.



# ACCOUNTING DIVISION

The Accounting Division's mission is to provide accurate and efficient accounting support services. The Program develops and maintains the State's accounting systems, including the Financial Accounting and Management Information System or FAMIS, Payroll System, Capital Projects System, Central Warrant Writing System and Warrant Reconciliation System. With the help of these systems, the Program verifies expenditures before making payments and records and reports on the State's financial transactions.

## Responsibilities:

- Record the State's financial transactions, maintain control accounts for funds and prepare statewide financial statements
- Develop, manage, and maintain statewide accounting systems and major enhancements
- Pre-audit payroll, contract, and other voucher expenditures for legality and propriety

## Services Provided

The Program processes the payroll for employees of all State departments and agencies including the Judiciary, Legislature and the Office of Hawaiian Affairs. It also issues payments to vendors on behalf of State departments and agencies except for the Department of Education, University of Hawai'i, Hawai'i Health Systems Corporation and the Legislature. The Program provides State departments and



*Processing checks*

agencies with reports from or access to FAMIS and the Payroll System. These reports assist them in better managing their resources.



*Pre-Audit*

## Accomplishments in FY 2005

One of the key Program activities is the preparation of the State's Comprehensive Annual Financial Report (CAFR) in conformance with the governmental accounting and financial reporting standards of the Governmental Accounting Standards Board. In October 2004, the CAFR received, for the fifteenth consecutive year, the Government Finance Officers Association of the United States and Canada's Certificate of Achievement for Excellence in Financial Reporting which is the highest form of recognition in the area of governmental accounting and financial reporting, for the fiscal year ended June 30, 2003. This high quality of financial reporting has a positive effect on Hawai'i's bond rating and the State's ability to maintain a high bond rating has a direct benefit to the general public in the form of lower interest costs.

## Challenges

The biggest challenge for the Program is to complete the CAFR by the end of December each year because the current accounting system requires that the CAFR be prepared using a manual process. However, because satisfying these requirements is essential for the State to continue to receive the Certificate of Achievement for Excellence in Financial Reporting, the Program is committed to exercising the necessary management oversight.

# ARCHIVES DIVISION

The purpose of the Archives Division is to ensure open government by preserving and making accessible the historic records of State government and to partner with State agencies to manage their current records. The Archives Program seeks to increase access to the State archives collections and promote efficient and effective management of the State's government records.



*Exterior Kekauluohi Building*

## Responsibilities

- Document the history of public government in Hawai'i
- Collect and preserve historical government records and improve access to them
- Facilitate efficient records management

## Services Provided

The Program finds the records that an agency needs amidst the 42,000 cubic feet of non-current agency records in the Records Management Branch's records warehouse aided by hi-lifts and database management systems. The Program stores security copies of microfilmed vital records in a temperature and humidity-controlled vault to ensure that historically and administratively significant government records are available for reproduction. The Historical Records Branch



*Historical records*

preserves and provides access to the State's government archives and special collections of manuscripts, rare books, photograph collections, and 19<sup>th</sup> century newspapers. Stored within the vaults of the Kekauluohi Building is the communal memory of Hawai'i's past administrations, beginning with the Hawaiian monarchy.



*Accounting records*

## Accomplishments in FY 2005

Two years of effort by the Program resulted in the passage of House Bill 515, SD1 (Act 177, Session Laws of Hawai'i 2005) which allows the creation, use, and storage of government documents in electronic format, as well as the conversion of existing paper and microfilm documents to electronic documents. This helps agencies more effectively manage their records.

As part of an effort to make its collections more accessible, the Archives Program began to digitize its fragile card indexes and intends to begin posting this information on its web site. The Program also established a new partnership with Alu Like that will eventually provide online access to the Archives' genealogical indexes, one of its most heavily used collections.

The Program's Intranet web site was expanded this year and has become a one-stop-shop for all records management information. The site includes information about storing and disposing of records, laws and rules regulating records, the State's general records schedule (GRS) and individual schedules unique to each agency (SA-1's), and an inventory by agency of records

stored at its warehouse.

## Challenges

Challenges facing the Archives Program include the susceptibility of electronic data to undetectable change, the continual evolution of computer hardware and software technology, the

necessity to make sure information is secured as systems change, and the wide variety of formats used to capture electronic information. The Program has formed an electronic records working group to begin to define standards and tools to help agencies manage and preserve their electronic records.



*Basement storage-map cabinets*



*Records Waiting Freeze Fumigation*



*Researchers in Reference Room*



# AUDIT DIVISION

The Audit Division's mission is to provide an independent review of assets, procedures and controls within State government; to assist management in carrying out its responsibilities with timely and relevant information relating to activities it oversees; and to improve accountability within State Government.

## Responsibilities

- Review for proper safeguarding of State assets
- Ensure compliance with established accounting procedures and internal controls, relevant laws, policies and procedures, rules and regulations, and the use of accounting principles generally accepted in the United States of America
- Review the legality of expenditures and the accuracy of accounts to ensure reliability and integrity of the State departments' financial information

## Services Provided

The Audit Program, on behalf of the Comptroller, investigates department practices or transactions. For example, it has investigated questions from "why do newly hired teachers receive their first payroll check four weeks after they start employment" to "are the funds appropriated by the State Legislature properly expended for the repair and maintenance of public school facilities." These services improve accountability in State government.

The Program conducts financial audits of Executive Branch departments to help the departments' management identify weaknesses in its processing of financial transactions and take corrective action when appropriate. The Program also safeguards State assets by counting the money and securities in the State

Treasury each fiscal year and auditing the books and accounts kept by public schools in connection with school fees and all other moneys collected by these schools.

## Accomplishments in FY 2005

The Program conducted a financial audit of the cash and securities in the State Treasury for the fiscal year ended June 30, 2004 and included the financial information in the State's fiscal year 2004 Comprehensive Annual Financial Report. The Program conducted financial audits of the Senate and the House of Representatives for the period from January 21, 2004 to January 18, 2005 as required by law, conducted internal audits of four departments for which financial audits were last conducted more than ten years ago, conducted internal audits of three other departments, and assisted two of those departments with preparing their fiscal year 2004 annual financial statements.

The Program compiled a report of the fiscal year 2003 audit findings of State departments and agencies, distributed the report to the State departments and agencies to develop corrective action plans, and reported quarterly on the status of their plans, improving accountability in State government.

## Challenges

The Audit Division's challenge is to ensure reliability and integrity in the State government's financial information and improve accountability within State government. The tools available are financial audits, compliance audits, reviews of accounting procedures and internal controls, and a professionally experienced staff of auditors.



# AUTOMOTIVE MANAGEMENT DIVISION

The purpose of the Automotive Management Division is to administer the Motor Pool Program which repairs and leases vehicles for State agencies and the State Parking Program which controls, constructs and maintains parking facilities on State lands under the State Comptroller's jurisdiction.

## Responsibilities

- Maintain financial solvency of the motor pool and parking special funds without the need for government subsidies
- Identify and utilize the latest technology available in the marketplace
- Develop a well-trained staff to provide excellent customer service to patrons

## Services Provided

The Motor Pool Program provides safe, well-maintained vehicles to State employees who require motor vehicles to perform their official duties.



*Motor Pool*

Under the jurisdiction of the Comptroller, the Parking Program provides safe, clean, and secure parking facilities on State lands for employees and visitors. The Program patrols facilities, monitors activity via video cameras, contracts cleaning services and provides on-going preventive maintenance.



*Parking facilities*

## Accomplishments in FY 2005

The Program established the DAGS Automotive Management Used Car Dealership that has allowed the Program to secure quality, used vehicles, below wholesale pricing, saving the State nearly \$90,000 in the process. The Program has established a comprehensive policies and procedures manual to foster professionalism by Parking and Security Officers, and implemented a parking program to make more parking available to the general public in downtown area parking lots. It also replaced the gate access systems at four parking garages. These changes have improved convenience to assignees and reduced maintenance costs.

## Challenges

A Parking Program challenge is the transfer of funds by the Legislature from the Automotive Special Fund to the General Fund. The transfer of funds out of the Automotive Special Fund makes it difficult to undertake major parking projects.

The Motor Pool's challenge is the statutory requirement to purchase hybrid/electric vehicles in accordance with State laws and meet the Federal requirement to purchase new alternative fuel vehicles. These goals are not compatible.

# CENTRAL SERVICES DIVISION

## CUSTODIAL SERVICES PROGRAM

The mission of the Central Services Division's Custodial Services Program is to establish and maintain a clean, safe, and pleasant building work environment.

### Responsibilities

- Provide janitorial and building management services
- Coordinate energy management activities and monitor utility bills
- Deliver inter-agency and intra-agency mail through a messenger program on O'ahu

### Services Provided

The Program services 2.5 million square feet of workspace statewide. It responds to a variety of building management needs, dealing with a diverse range of architectural designs and building ages, from new buildings to historic ones. The diversity of services provided include basic janitorial cleaning, mail delivery, cooling problems associated with air conditioning, and energy management to maintain KWH consumption at manageable levels.



*Maintains order and cleanliness in State buildings*

### Accomplishments in FY 2005

During the past year, the Program initiated an Internet-based system to receive work orders and update building occupants on work order status. Requesters are pleased by the ease-of-use and improved responsiveness and

accountability, as reflected in the Program's latest customer satisfaction survey.

The Program also implemented 100% of corrective measures to address key findings in the May 2004 Legislative Auditor follow-up performance audit. Actions included: formalizing training, evaluating Program effectiveness, and initiating standards and checklists.

### Challenges

The biggest challenge for the Program is managing energy costs. Due to escalating world oil prices, the price of electricity has nearly doubled and continues to climb. Although an increase in appropriations has partially offset deficits, the Program must investigate and implement new energy conservation initiatives to minimize funding shortfalls.



*Uses energy saving lamps in State buildings*

## GROUND MAINTENANCE PROGRAM

The Central Services Division's Grounds Maintenance Program's mission is to maintain aesthetically appealing grounds and landscapes for State buildings and facilities.

### Responsibilities

- Maintain grounds at State buildings and facilities
- Provide refuse collection services at assigned State buildings and facilities
- Provide grounds "beautification" projects to improve the appearance of grounds

areas

- Maintain a plant nursery to propagate and care for a variety of potted plants for beautification projects

## Services Provided

The Program provides grounds services for over 40 State facilities, 25 libraries and four cemeteries on O`ahu. It provides lawn maintenance, polices paved and planted areas, waters landscape areas, trims trees and hedges, applies pest control, and installs and repairs irrigation systems. In these ways, the Grounds Maintenance Program contributes to a pleasant work environment for occupants and users of State buildings and facilities.



*Areca palm plantings at the Lili'uokalani Building grounds.*

## Accomplishments in FY 2005

The Program refurbished the four planters in the State Capitol rotunda by repairing the lining and planting Kukui trees and native ground cover. The entire rotunda now offers a much



*Kukui tree and native ground cover in State Capitol rotunda planters*

more attractive and "Hawaiian" sense of place. Despite the nonavailability of prison work lines before the Christmas and Easter holidays this year, the Program was able to make up the shortfall without adversely affecting routine grounds maintenance servicing.

## Challenges

The greatest challenge for the Program is the effective use of resources to accomplish the wide range of grounds servicing activities and special projects. Vacancies, contracting for services such as tree trimming, and replacing equipment must be addressed. The Program's goal is to maintain its grounds and landscapes "second to none".

## PHYSICAL PLANT OPERATIONS AND MAINTENANCE PROGRAM

The mission of the Central Services Division's Physical Plant Operations and Maintenance Program is to provide timely, quality, cost-effective, repair and maintenance services for Department of Education (DOE) facilities statewide.

## Responsibilities

- Maintain public school facilities in a safe and highly usable condition
- Plan and manage repair and maintenance support to school facilities, and coordinate these functions with appropriate agencies (DOE and DAGS-Public Works Division)

## Services Provided

The program provides emergency repairs, minor (work order) repairs, management of service and equipment maintenance contracts, purchasing of furniture, and administration of bids for major repair projects to 265 school facilities statewide.

## Accomplishments in FY 2005

During the year, the Program reorganized its





*Leeward District Tradesman installing security screen at Pearl City Elementary*

Repair and Maintenance (R&M) section to concentrate its work program efforts on minor work order repairs. Critical to school operations, minor work order repairs frequently include repairs to leaking plumbing fixtures, electrical outlets, and broken door locks. By year-end, the Program had completed 28,000 work orders and reduced the number of outstanding work orders from 7,800 to 2,500.

In April 2004, the Program signed a Memorandum of Agreement (MOA) with the Hawai'i Correctional Industries (HIC) to repair classroom furniture. As a result, approximately 10,000 pieces of school furniture, that otherwise may have been discarded, were repaired into "as new" condition at a 40% cost savings.

## Challenges

Effective July 1, 2005, Act 51, the Reinventing Education Act for the Children of Hawai'i (REACH), requires the transfer of all rights, functions, duties, powers and resources of DAGS relating to the Capital Improvement Program (CIP) and R&M for public schools to the DOE. As part of the DOE, the Program will be tasked to develop and implement procedures and processes that will improve the effective and expeditious delivery of repair and maintenance goods and services to the schools.

## REPAIRS & ALTERATIONS PROGRAM

The mission of the Central Services Division's Repairs and Alterations Program is to provide timely, quality, cost-effective, and innovative repair and alteration services for public buildings statewide.

## Responsibilities

- Provide major, minor and emergency repair services and minor alterations to public office buildings, libraries and health centers
- Provide support for special functions, such as the Legislature Opening Day, local and national commemorative ceremonies and Washington Place events

## Services Provided

The program provides for the repair and alteration needs of 164 facilities statewide, and island wide in the civic center, libraries and health centers. It performs the repairs and alterations directly with its trade staff or manages services and maintenance contractors where appropriate.



*State Capitol, The "Square Building"*



## Accomplishments in FY 2005

The Program completed 3,205 regular work orders and 2,942 emergency work orders during the year for public buildings and libraries. The work orders involved carpentry, electrical repairs, plumbing repairs, and painting.

The Program resolved a complex and extensive water leak problem on the roof of the State Capitol that required the removal of large planters and the replacement of termite eaten waterproofing material under the planters to allow proper drainage. The Program also provided excellent support for significant events such the Marine Memorial Service at the State Capitol and the

Kamehameha Day Parade. The Programs' staff won kudos for the effective set-up and takedown of required event equipment and facilities.

## Challenges

Public buildings represent a large investment of tax dollars that must be maintained to keep from falling into disrepair. The biggest challenge for the Program is to establish a consistent level of funding to provide required maintenance and prevent building a major repair backlog. The Program must carefully prioritize repair and maintenance moneys for the short-term, develop plans to reduce maintenance backlogs, and move into the preventive maintenance mode.



*State buildings maintained by DAGS within the Downtown Civic Center.*

# INFORMATION & COMMUNICATION SERVICES DIVISION

The Information and Communications Services Division's (ICSD) mission is to assist State agencies in the delivery of computer and telecommunication services to its clients in an effective, secure, and cost-beneficial manner. ICSD's motto is "Striving for excellence in computer and telecommunications services."



*HAWAIIAN Microwave Relay Station*

## Responsibilities

- Provide guidance in the use of information technology and standards
- Develop, enhance, and maintain computer application systems at the statewide and department/agency levels
- Provide technical support for the State's computer hardware and software, local area networks, office automation, database management, Internet, and Intranets
- Provide overall technical support for the State's telecommunications infrastructure
- Operate a centralized computing facility and the network facilities that interconnect all State agencies to it

## Services Provided

ICSD provides planning, design and maintenance support for information technology (IT) and telecommunications requirements. ICSD provides project management support for IT projects, and investigates and resolves interoperability problems. It reviews requests for procurement of IT resources and services and provides advice on hardware, software,

standards and technical contract requirements for both IT and telecommunications systems. The Program also provides computer programming services, and accommodates departmental requirements for hardware, software, operation and maintenance support, and network connectivity into the State's Data Center and offices statewide.

## Accomplishments in FY 2005

ICSD had a very constructive year producing 58 video and 88 audio web casts for the Governor and Lt. Governor. ICSD also produced 26 audio web casts for the Department of Transportation, videos for two technology conferences, and an informational departmental video.

ICSD developed two applications, the eBUDDI system which interfaces with the Department of Budget & Finance's (DB&F) Budget Request System, and the eCIP System that interfaces with DB&F's Capital Improvements Project System. eBUDDI and eCIP will provide the State with online access to its budget and Capital Improvement Program (CIP) information for the first time. The systems were developed using open source software that resulted in tremendous cost savings over using commercial software.

DAGS received approval to establish the Cyber Security Office (CSO) that will provide security alerts and reduce the State's vulnerability to cyber attacks, viruses, malware, and other suspicious activities.

ICSD coordinated the development of a network that will enable disparate radio communication systems used by Federal, State, and County public safety agencies to interoperate. The project, primarily funded by the U.S. Department of Justice, and supplemented by the Homeland Security grant funds by State Civil Defense,

ties the police, Federal, State, and City communications centers together in the Honolulu Civic Center.

## Challenges

ICSD's three primary challenges include: improving the State's internal business processes

by effectively using information technologies; staffing ICSD's centralized Assistance Center (AC) that is responsible for providing statewide telecommunication problem resolution services to clients 24 hours a day, seven days a week; and protecting the State's computer systems, databases, and networks from cyber threats by establishing the State CSO.



(upper left) Microwave relay station, (lower left) Storage Area Network Equipment in ICSD Computer Room (right) 11GHz Antenna and Free Space Optic Laser



# LAND SURVEY DIVISION

The Land Survey Division's mission is to provide field and office land survey assistance for State agencies, including Land Court and other government jurisdictions.

## Responsibilities

- Prepare, furnish, and maintain maps and descriptions of all public lands
- Review shoreline maps submitted to the State for certification
- Review and report all quiet title actions referred by the Department of the Attorney General
- Perform mathematical checks on all Land Court and File Plan maps
- Maintain copies of Land Court and File Plan maps with computations and related data
- Furnish copies of all government subdivisions and boundary survey maps, copies of survey descriptions and other map products, including File Plan and Land Court maps to government agencies, private organizations or individuals
- Perform field survey work to establish the boundaries of government parcels;
- Provide topographic and boundary surveys for public projects
- Provide survey triangulation stations information to other agencies and to the public
- Serve as an official depository of all Government Survey Registered Maps and other historic maps, field books, calculations, and other survey information

## Services Provided

The Survey Office was established in 1870 to account for all the land in the Kingdom and to delineate the boundaries of the lands on general maps. The Program prepares and reviews over 500 maps a year for various government

agencies statewide. Service is provided to help the public and government employees find historical and current survey maps and related information.



*Reviewing survey maps*

## Accomplishments in FY 2005

During the past year, the Land Survey Division provided over 100 survey maps and descriptions for the Department of Land and Natural Resources (DLNR) Kāneʻohe Bay Piers Amnesty Program. Completion of the survey maps and descriptions allowed the applicants to comply with the June 30, 2005 deadline.



*Shoreline survey*

Land Survey Division also reviewed over 140 applications for shoreline certification. In striving to improve shoreline determinations, a partnership was formed

between DAGS, DLNR and the University of Hawai'i to enlist the help of a shoreline specialist. The shoreline specialist will be involved in the review of all shoreline certification applications and provide workshops to educate the surveyors and the general public on a more scientific approach to determining shorelines.

## Challenges

The biggest challenge for Land Survey Division is to meet the increasing demand for survey maps and descriptions. During the past year, the Land Survey Program experienced a 20% increase in job requests. With limited staff working overtime, the Program was able to complete 80% of its job requests. To help address the backlog of job requests, the Program has contracted three licensed professional land surveyors for fiscal year 2006.



# PUBLIC WORKS DIVISON

Public Works Division's mission is to provide the highest quality planning, design, construction management and office leasing services statewide to meet our customers' needs in a professional, timely, appropriate and cost-effective manner. The Division consists of two programs: the Construction Program and the Office Leasing Program.

## **CONSTRUCTION PROGRAM**

### **Responsibilities**

- Provide a centralized program of engineering, architectural and construction management services for agencies throughout the State
- Provide land acquisition coordination and planning services for public facilities
- Formulate and implement the Department's Capital Improvement Program (CIP) budget requests
- Review and assign office space in DAGS-managed facilities
- Manage projects that are designed by private consultants
- Solicit public bids and proposals
- Award and administer contracts
- Provide construction management and inspection services

### **Services Provided**

The Construction Program provides a full-range of design and construction services for all agencies of the Executive Branch and for others upon request. The Program is staffed by licensed professional architects and engineers educated in a variety of disciplines and is prepared to assist customers in assessing the condition of existing facilities, determining scheduled maintenance needs, formulating budget

requests, and coordinating and completing CIP projects. Program staff is prepared to respond in emergency situations and are trained in Federal, State and County regulatory requirements.

### **Accomplishments in FY 2005**

During this period, the Program solicited bids and proposals for 173 projects, and coordinated the design of 273 projects. On O`ahu, the Program completed the construction of 172 projects at \$91 million. Statewide, O`ahu-based Program staff and Public Works Branch staffs in Hawai`i, Maui, and Kaua`i DAGS District Offices, completed 243 projects at over \$182 million in construction costs.

Awarded projects include:

- **Abner Paki Hale Kāne`ohe Courthouse**

*Received the Kukulu Hale Award for New Project – Public/Government from the National Association of Industrial and Office Properties (NAIOP).*



*Abner Paki Hale Kāne`ohe Courthouse*

*Also, honored to be a Distinguished Entrant for the American Institute of Architects (AIA) Honolulu, 2005 Design Award.*

- **Paliku Theatre & Hale Palanakila at Windward Community College**

*Received the Kukulu Hale Award for New Project – Public/Government from the NAIOP.*



*Paliku Theatre & Hale Palanakila*

*Also, honored to be a Distinguished Entrant for the American Institute of Architects (AIA) Honolulu, 2005 Design Award.*

## Challenges

The transfer of 45 positions to the DOE pursuant to the provisions of Act 51, SLH 2004, the “Re-inventing Education Act,” on July 1, 2005, challenges the Program’s ability to effectively continue to provide services to its customers statewide. The Program has submitted a major reorganization plan to address the issue.

## OFFICE LEASING PROGRAM

### Responsibilities

- Locate appropriate office space for user agencies
- Negotiate or renegotiate leases with property owners/agents
- Prepare lease documents for execution
- Oversee the quality of negotiated building services

### Services Provided

The Office Leasing Program leases over 1 million

square feet of office space for approximately 16 State departments. The Program helps State agencies assess their space requirements and tenant improvement needs, locates suitable office space, negotiates lease terms and conditions, and prepares offers to lease and lease contract documents.

### Accomplishments in FY 2005

During the past year, the Leasing Program developed a web site to provide guidelines, forms and samples to assist State agencies in preparing office leasing requests to DAGS.

Also, during fiscal year 2005, the Program coordinated the conversion of the **King Kalākaua Building** (former Downtown Post Office Building) to a commercial condominium to house the new offices of the Department of Commerce and Consumer Affairs. The building’s developer received the Historic Hawai’i Foundation’s 2003-2004 Preservation Honor Award and the Hawai’i Chapter, NAIOP 2004 Kukulu Hale Award for Private/Commercial renovation over 40,000 square feet.



*King Kalākaua Building*

### Challenges

Statewide, office space and vacancy rates are falling, and office rents appear to be increasing. This condition has a negative impact on tenants and the Program, with higher rents and fewer available spaces. The Program’s challenges include rising rents, less favorable lease terms and reduced lessors’ incentives.

# HAWAI`I DISTRICT OFFICE

The Hawai`i District Office's mission is to provide and manage high quality repair and maintenance and construction management services effectively for State agencies housed in State facilities.

## Responsibilities

- Provide construction management, renovation, repairs, automotive management, custodial and grounds maintenance services for public schools and various public buildings
- Ensure contracts and purchases are in accordance with procurement codes and guidelines

## Services Provided

The Program's Public Works Branch administers construction and equipment contracts and other construction management services for State and public school buildings in the Hawai`i District and performs field inspections to ensure that contractual terms are met.

The Central Services Branch provides custodial services, maintenance and repair of State and public school buildings and maintenance of State grounds in the Hawai`i District. It also administers contracts for a variety of repair and maintenance functions.

The Automotive Management Branch manages vehicular traffic at the Hilo State Office Building parking lot, enforces existing parking rules and regulations, issues citations on violations, and performs a variety of other related parking control services.

## Accomplishments in FY 2005

Central Services Branch performed emergency repair and minor maintenance work for 45

Department of Education (DOE) schools and support facilities and 46 non-school facilities. A total of 2,187 new requests for repair work were assigned to our maintenance staff and another 470 repair requests were assigned to licensed contractors. DAPS maintenance forces completed 92% of the newly assigned work orders and 656 work orders from our backlog list. Of the 470 work orders issued to contractors approximately 70% has been completed. During the current fiscal year, backlogged work orders have been reduced from 1,663 to 1,421.

Public Works Branch provided construction management and inspection services for 52 completed projects totaling over \$103 million for various State agencies, including the DOE, DAPS, Department of Agriculture, State Judiciary, State Civil Defense and the University of Hawai`i. A major project completed was the \$1.35 million State of Hawai`i Anuenue System Radio Facilities and Tower, Kahua Ranch site in North Kohala.



*Radio Facilities and Tower,  
Kahua Ranch*

## Challenges

The Hawai`i District Office is challenged to meet the performance standards and reporting requirements of the Service Level Agreement between the DOE and DAPS, while at the same time providing the same high quality repair and maintenance services for non-DOE Public Buildings.

The Program is also challenged with increased electricity costs and other utility demands as a result of continued increases in fuel costs.

# MAUI DISTRICT OFFICE

The Maui District Office's mission is to manage, direct, and implement programs of the DAGS Central Services, Public Works, and Automotive Management Divisions on the islands of Maui, Moloka'i, and Lāna'i.

## **CUSTODIAL SERVICES**

### **Responsibilities**

- Provide janitorial services at assigned buildings
- Pay utility and service contract bills for public buildings

### **Services Provided**

The Custodial Services Program maintains assigned public buildings in a clean and safe condition by providing a variety of custodial and building management services.

### **Accomplishments in FY 2005**

Custodial services were provided at assigned public buildings in spite of one Janitor II being on sick leave for most of the year.

### **Challenges**

Due to escalating fuel prices, the Program must continually contend with inadequate funding for electricity.

## **GROUNDS MAINTENANCE PROGRAM**

### **Responsibilities**

- Provide ground maintenance services for assigned public buildings
- Manage ground maintenance contractors

### **Services Provided**

The Program provides the public with neat, clean and safe grounds around its buildings and facilities.

### **Accomplishments in FY 2005**

Grounds at facilities were maintained during the fiscal year.

### **Challenges**

The Grounds Maintenance Program's main challenge is funding.

## **REPAIR & ALTERATIONS PROGRAM**

### **Responsibilities**

- Provide minor repairs and emergency repairs at assigned buildings
- Initiate and fund contracted major repairs at assigned buildings

### **Services Provided**

The Program maintains assigned public buildings in a safe condition and at a high level of utility by providing repairs and maintenance services and by making minor alterations.



*Painting school classroom*



## Accomplishments in FY 2005

The Program completed 240 work orders (minor and emergency repairs) during the fiscal year.



*Repairing facilities*

## Challenges

The Program's main challenge is meeting the performance standards of the Service Level Agreement between DOE and DAGS and providing the same level of performance to other State agencies.

## PHYSICAL PLANT OPERATIONS & MAINTENANCE PROGRAM

### Responsibilities

- Provide minor repairs and emergency repairs at assigned public schools
- Initiate and fund contracted major repairs at assigned public schools
- Manage service contracts at public schools and pay service contract bills

### Services Provided

The Program maintains assigned public school facilities in a safe and usable condition by providing repair and maintenance services.

## Accomplishments in FY 2005

The Program completed 4,224 work orders (minor and emergency repairs) during the fiscal year.

## Challenges

The main challenge is to successfully implement Act 51, which transfers responsibility for school repair and maintenance to the DOE. The Program also must contend with State pay scales that are not competitive with wages offered by the private sector.

## PUBLIC WORKS CONSTRUCTION

### Responsibilities

- Perform inspections at assigned projects and recommend acceptance upon completion
- Ensure project compliance with approved contract documents

### Services Provided

Provide construction management and inspectional services for projects at public schools and public buildings.

## Accomplishments in FY 2005

The Program completed and accepted approximately 60 projects during the fiscal year.

The Program's largest project was the \$12 million Maui Army National Guard, Puunene Armory.



*Puunene Armory*

## **Challenges**

The Program's challenge is the experience and expertise of its building construction inspectors. Training opportunities are limited, but must be addressed.

## **MOTOR POOL PROGRAM**

### **Responsibilities**

- Perform repairs and preventative maintenance on State agency vehicles
- Provide fueling services for State agency vehicles
- Provide motor pool vehicles to State agencies

### **Services Provided**

The Program provides fueling and vehicle repair services to State agencies.

### **Accomplishments in FY 2005**

The Program provided motor pool services to State agencies at a reduced rate in comparison to private sector gas stations, repair shops, and car rental companies.

### **Challenges**

The main challenge is that the Program has a single employee and many services are temporarily suspended when the employee goes on leave.

## **PARKING CONTROL PROGRAM**

### **Responsibilities**

- Enforce parking rules and regulations
- Issue citations for parking violations
- Service and perform minor repairs on parking meters
- Collect money from parking meters and deposit to the bank

### **Services Provided**

The Program provides parking control services at the Wailuku State Office Building No. 1, Wailuku State Office Building No. 2, and Wailuku Judiciary Building parking lots.

### **Accomplishments in FY 2005**

The Program maintained traffic and parking at the facilities during the year and generated income from meter collections, citations, and employee parking fees.

### **Challenges**

The major challenge is maintaining operational coverage when the Program's single employee is on a leave of absence.

# KAUA`I DISTRICT OFFICE

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The Kaua`i District Office's mission is to plan, organize, direct and coordinate Central Services, Public Works and Automotive Management programs in the Kaua`i District.

## **CUSTODIAL SERVICES AND GROUNDS MAINTENANCE PROGRAM**

### **Responsibilities**

- Provide janitorial and grounds keeping services
- Provide minor repairs
- Pay utility and service contract bills for assigned buildings

### **Services Provided**

Janitorial and grounds keeping services are provided for eight State buildings and grounds within the Līhu`e area by one Janitor III, seven Janitor IIs and one Groundskeeper.

### **Accomplishments in FY 2005**

The Program provided custodial and grounds keeping services, including minor repairs, in spite of vacancies due to two transfers and one retirement during the past year.

### **Challenges**

The Program's biggest challenge is managing energy costs. Due to escalating world oil prices, the cost of electricity has increased dramatically.

## **BUILDING REPAIRS & ALTERATIONS AND PHYSICAL PLANT OPERATIONS & MAINTENANCE PROGRAM**

### **Responsibilities**

- Provide a variety of trade services for the repair and maintenance along with minor alterations and improvements to those assigned schools and State facilities located in the Kaua`i County
- Administer contracts for a variety of repair and maintenance functions

### **Services Provided**

The Program services 15 public schools, six public libraries, three courthouses, three health centers and seven office buildings with a trades staff of 11 building maintenance workers, two electricians and one plumber within the Kaua`i District.

### **Accomplishments in FY 2005**

The Program completed 2,578 emergency and regular work orders during the fiscal year. It also substantially completed renovations of approximately half of Wilcox Elementary School's classrooms.

### **Challenges**

The Program's main challenge is meeting the performance standards of the Service Level Agreement between DOE and DAGS and providing the same level of performance to other State agencies.



## **CONSTRUCTION PROGRAM**

### **Responsibilities**

- Provide inspection and construction management services
- Ensure that contracts are carried out fulfilling all requirements of contract documents and conforming with statutes, regulations, codes and ordinances and the standards of the industry

### **Services Provided**

Inspection and construction management services are provided to various user agencies including the Department of Education, Hawai'i State Public Library System, Department of Health, Judiciary, State Civil Defense, Department of Agriculture, and Department of Public Safety; with staff of one engineer and three inspectors.

### **Accomplishments in FY 2005**

The Program managed 37 projects and completed and accepted 21 of them. The Kaua'i Judiciary Complex in Līhu'e, at \$36.2 million, was the largest project completed in recent memory.



*Kaua'i Judiciary Complex.*

### **Challenges**

The Program's biggest challenge is maintaining adequate staffing.

## **PARKING CONTROL PROGRAM**

### **Responsibilities**

- Enforce parking rules and regulations
- Issue citations on violations
- Maintain parking meters
- Collect money from parking meters and deposit to the bank
- Provide inspection for parking lot maintenance service contract

### **Services Provided**

Parking control services are provided at seven parking lots within the Līhu'e Civic Center Complex by one parking control officer.

### **Accomplishments in FY 2005**

The Program maintained services within the assigned parking lots.

### **Challenges**

The Program's main challenge is the shortage of available parking within the Līhu'e Civic Center Complex.

# RISK MANAGEMENT

The purpose of the Risk Management Program is to protect the State against catastrophic losses and minimize the total cost of insuring risk.

## Responsibilities

- Identify and analyze loss exposures
- Procure commercial insurance and associated risk management services
- Fund self-insured automobile and deductible amounts for liability and property losses
- Administer self-insured insurance program and process informal claims against the State
- Advise departments on matters pertaining to risk management

## Services Provided

Authority for the statewide Risk Management Program comes from Chapter 41D, "State Risk Management and Insurance Administration" of the Hawai'i Revised Statutes which authorizes the State Comptroller to operate a comprehensive risk management and insurance program for the State Government. This authority excludes workers' compensation, medical malpractice risks, and public employee benefit programs, which are operated by other departments.

## Accomplishments in FY 2005

The Program had two significant accomplishments in fiscal year 2005. First, utilizing the Request for Proposal (RFP) procurement process, it selected a new insurance broker, AON, to represent the State. The specifications in the RFP are expected to provide the State with additional services such as increased training to departmental Risk Management Coordinators, more on-site risk evaluations, and revised approaches to policy structures to maximize deductibles and minimize premiums.

The second significant accomplishment involved the flood at the University of Hawai'i in October 2004 that caused approximately \$80 million in damage and losses. The Program was successful in receiving the full amount of flood coverage of \$25 million from the insurance carrier. To receive an additional \$36 million in Federal Emergency Management Agency (FEMA) aid, the Program worked with the University of Hawai'i, State Civil Defense, and the FEMA.



*UH Flood Damage*

## Challenges

The Program funds all of its risk management disbursements (for payment of losses, deductibles, insurance policy premiums, etc.) through the Risk Management Revolving Fund. Because this is a revolving fund, the amount of disbursement is limited by the appropriation ceiling.



*UH Flood Damage*

# ALOHA STADIUM AUTHORITY

Aloha Stadium is the State of Hawai'i's largest outdoor arena. Its mission is to provide a first-class arena where the dreams of Hawai'i's young people can be realized through participation in sporting and other special events, where the spirit of achievement can be nourished by the thrill of healthy competition, and where families can gather to share their cultural diversity with pride and a feeling of *Aloha*.

## Responsibilities

- Maximize the use of Aloha Stadium and ensure that revenues generated are adequate to meet operational expenses and provide for maintenance and repair of the facility
- Review, add, modify, and delete Rules and Regulations of the Stadium Authority
- Implement repair and maintenance programs and projects to minimize facility deterioration and ensure conformance with current health, safety and operational requirements
- Ensure the safety of licensees, participants and spectators
- Provide events planning and customer services

## Services Provided

The Program hosts more than 260 annual events, including 150 swap meets, 10 major spectator events, various high school and grade school events, fairs and carnivals, concerts and shows and over 2 million visitors each year. It is also the only facility in the world that is capable of converting from a football facility to a baseball configuration and various other configurations to support a wide range of events. In addition, the Program provides telecommunication hookups, field preparation, and custodial and porter services, prior to and during events to licensees and spectators.



*Aloha Stadium*

## Accomplishments in FY 2005

During the past year, the Program re-examined its relationships with swap meet vendors and buyers to increase profitability and program revenues; rebid its advertising contract for cost savings to the Program; renegotiated its National Football League (NFL) Pro Bowl contract through the Hawai'i Tourism Authority (HTA) for another five years; initiated amendments to the Rules of the Stadium Authority; and gained approval from the Legislature for key operational and capital improvement program (CIP) projects including cabling, installation of a new telecommunications system, and seat replacements.

Using funding provided entirely from stadium revenues, the Program repaved the Lower Halawa parking lot to increase comfort and safety for users. It also initiated a new cabling project to enhance communication services within the stadium and for its licensees.



*Lower Halawa Parking Lot*

To enhance service to its customers, the stadium is partnering with the University of Hawai'i



Athletic Department in its ticket selling system. The partnering will enable Internet purchase and printing of tickets, scanning to prevent counterfeit ticket entries, and real-time ticket accounting reports.

## Challenges

While the safety of stadium patrons is always an

ongoing challenge, finding the funds to maintain the stadium structure is also a challenge. To ensure the life expectancy of a stadium that is nearly 30 years old, obtaining the funds to repair and maintain the facility is critical. Addressing this challenge requires that the Program monitor costs, market its facilities, and obtain adequate funds.



*(upper left) School Sports, (upper right) Baseball configuration, (bottom) Game Day*

# HAWAI`I STATE FOUNDATION ON CULTURE & THE ARTS

The purpose of the Hawai`i State Foundation on Culture and the Arts (HSFCA) is to promote, perpetuate, preserve and encourage culture and the arts, history and the humanities as central to the quality of life of the people of Hawai`i. The Foundation is responsible for three programs; Arts in Public Places, Biennium Grants, and Designated Programs and Initiatives.

## **ART IN PUBLIC PLACES PROGRAM**

The Art in Public Places Program seeks to: enhance the environmental quality of State public buildings and spaces for the enrichment of the public; cultivate the public's appreciation of visual arts; contribute toward the development and recognition of a professional artistic community; and acquire, interpret, preserve and display works of art expressive of the character of the Hawaiian Islands and its people.



*HSFCA Exhibit Specialists Richard Louie and James Kuroda install a monoprint entitled Gathering Party by David Warren in the office of Representative Kymberly Pine at the State Capitol. The artwork from the HSFCA Art in Public Places Collection is installed in state buildings throughout Hawai`i.*

## **Responsibilities**

- Commission works of art for State buildings
- Acquire artwork for the State art collection via the Relocatable Works of Art Program
- Preservation of artworks

## **Services Provided**

The Foundation displays art in State buildings throughout the State in the "museum without walls," and themed art exhibitions at the Hawai`i State Art Museum.

## **Accomplishments in FY 2005**

The Program opened three new art exhibitions

– *Inner Scapes, Reflecting Hawai`i, and Summertime* at the Hawai`i State Art Museum. It established The Friends of the Hawai`i State Art Museum group to support its operation and funding, launched the *ARTLUNCH* series of free monthly art lectures, and relocated murals at Koloa School and the Honolulu International Airport.



*The Hawai`i State Art Museum (HiSAM) is open for First Friday, downtown Honolulu's gallery walk that is held on the first Friday of every month. The museum often features free entertainment for the public such as this dance performance on the front lawn of HiSAM.*

## **Challenges**

A major challenge is to complete construction of the Hawai`i State Art Museum's Visitor Center with café, gift shop, and visitor information kiosk.

## **BIENNIUM GRANTS PROGRAM**

The Biennium Grants Program provides public funds to organizations to support projects designed to preserve and further culture, the arts, history, and/or the humanities beneficial to Hawai`i.

## **Responsibilities**

- Award grants for a biennium (two-year) period based on grants panelists review, recommendations and the HSFCA Commissioners approval

## **Services Provided**

HFSCA grants assist hundreds of organizations allowing them to flourish and enriching the quality of life in communities. The Program administers funding from the State Legislature with Federal funds from the National Endowment for the Arts and the Department of Human Services.

## Accomplishments in FY 2005

The HSFCA gave \$1.4 million in 122 grants statewide. It formed a partnership with the Department of Human Services to provide support for at-risk youth and needy families through the Temporary Assistance for Needy Families fund. The partnership extends the reach of HSFCA-supported projects to underserved constituencies and provides greater access to the arts for individuals in need. The 2005 Legislature passed legislation to restore funding to the grants program and Governor Lingle signed Act 149, providing an additional appropriation of \$175,000 to the HSFCA grants program in fiscal year 2006.

## Challenges

An ongoing challenge is to increase funding and provide grants to arts organizations conducting programming in the arts, culture, history and the humanities that assist in establishing vital, life-enriching cultural and arts programs, and services for the people of Hawai'i.

## DESIGNATED PROGRAMS AND INITIATIVES

The HSFCA also administers five designated programs: Arts in Education, Community Arts, Folk Arts, History and Humanities, and Individual Artist Fellowships.

## Responsibilities

- Address the HSFCA Strategic Plan priorities in the areas of leadership, access, Native Hawaiians, and arts education
- Provide technical and programming assistance to artists, traditional arts practitioners, the general public, arts administrators, and nonprofit culture and arts organizations

## Services Provided

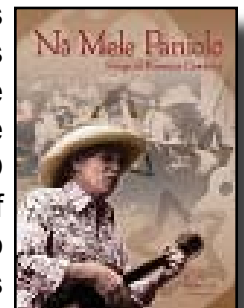
The Arts in Education Program promotes arts education in public schools. The Community Arts Program undertakes initiatives and evaluates grants projects to ensure success. The Folk Arts Program promotes Hawai'i's folk arts. The History and Humanities Program provides technical aid to historic and cultural organizations. The Individual Artist Fellowship Program provides recognition and awards to visual and performing artists of Hawai'i.



*"Celebrate the Arts! An Evening with Dana Gioia", a free public event hosted by the HSFCA at the Hawai'i Theatre Center, attracted a large crowd who enjoyed local musical, theatrical, and operatic performers.*

## Accomplishments in FY 2005

Program accomplishments include: National arts leaders Dana Gioia, Chairman of the National Endowment for the Arts and Jonathan Katz, CEO of the National Assembly of State Arts Agencies visits to Hawai'i to promote access and arts advocacy; *ARTS FIRST Grades K-5 Essential*



*Na Mele Paniolo CD*

*Toolkit* training; Artist Teaching Partners artist selection and training; School Arts Excellence Awards in high schools; Reflecting Teaching Artist Professional Development Series; Hawai'i Learning Interchange web site; Statewide Cultural Extension Program rural presenting and touring; Youth at Risk projects with KEY Project, Lāna'i Art Center, and Society for Kona's Education and Arts; *Na Mele O Paniolo* folk arts music collection on CD; and *Living Heritage* folk arts series at 'Iolani Palace.

## Challenges

Challenges for Designated Programs are related to filling vacant positions and clerical support.



# KING KAMEHAMEHA CELEBRATION COMMISSION

The purpose of the King Kamehameha Celebration Commission is to educate and entertain Hawai'i's residents and visitors and provide activities for their leisure time, while continuing to honor King Kamehameha I. The Program also seeks to bring awareness to a wider audience concerning the traditions of Hawai'i.

## Responsibilities

- Direct statewide celebration events to promote Hawaiian cultural, social, and recreational activities designed to commemorate King Kamehameha I.

## Services Provided

On O'ahu, activities have included displays of arts and crafts, parades, canoe races, athletic events, Hula and Chant competition, concerts, statue decoration, and a cultural pageant. On a more limited basis, similar events are conducted on the Neighbor Islands.

Education is provided through workshops, printed materials, website and telephone inquiries ranging from the history of the event, route and "how to" components in the events. "How to" examples include draping the pa'u costume, building a float, securing floral arrangements on vehicles, and fashioning a horse lei.



*Pa'u Rider*



*Parade Float*

## Accomplishments in FY 2005

A major accomplishment during the year was naming an Arts Program Specialist to the program.

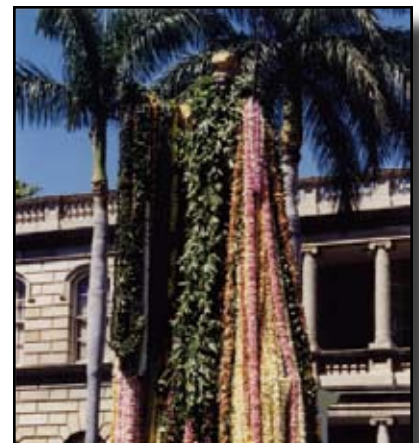
The Arts Program Specialist filed numerous grant applications and funding was awarded to all but one. Applications were awarded by the Office of Hawaiian Affairs, \$10,000; Hawai'i Tourism Authority, \$25,000 plus an additional \$15,000 for television advertising; and Grueninger Travel, the Program's major financial sponsor, \$30,000.

It was evident by the large crowds along the parade route that participation in several advertising campaigns resulted in increased attendance at the parade and other celebration events. There were also increases in the number of Mounted and Float Units and Mainland Bands.

O'ahu and Kaua'i produced celebration events. The Island of Maui implemented their celebration by partnering with a non-profit organization.

## Challenges

The Program is constantly challenged to find new sources of funding. Additional sources of funding or in-kind services are needed. More covered space for float building and increased participation by commission



*King Kamehameha Statue*

members and their organizations will also invigorate the celebration.

# WIRELESS ENHANCED 911 BOARD

The Wireless Enhanced 911 Board's (WE911) mission is to oversee the collection of the monthly surcharge on wireless phone connections and the distribution of the surcharge funds to public safety answering points (PSAPs) and wireless carriers to 911 Call Center at work



provide WE911 service. This service will allow PSAPs to identify and locate wireless callers.

## Responsibilities

- Collect monthly surcharge on wireless phone connections
- Disburse funds to PSAPs and wireless carriers for reimbursement of funds for purchases of equipment to provide wireless enhanced 911 service

## Services Provided

The main service of the WE911 is to collect and disburse the monthly surcharges on wireless phone connections. In providing this service the Board establishes reporting and processing procedures to ensure monthly surcharge remittances are for the appropriate amounts and made within the time period allowed by statute.



Maui Police Department 911 Call Center

It also establishes criteria to reimburse PSAPs and wireless carriers for funds expended in the acquisition of equipment to provide wireless enhanced service. Other services include the processing of receipts and disbursements to and from the wireless enhanced 911 fund, and audits PSAPs and wireless carriers as necessary to ensure that the reimbursements requested meet the criteria established by the board.

## Accomplishments in FY 2005

The WE911 had three significant accomplishments in fiscal year 2005. First, it implemented a reporting and remittance system for monthly surcharges on wireless connections; second, it executed a banking contract which allowed the Board to collect the monthly surcharges with provisions to collateralize the deposit balances above the FDIC insured amount; and third, the Board applied for and received a \$1.25 million grant from the PSAP Readiness Fund, a nonprofit organization that supports the statewide deployment of enhanced wireless 911 service.

## Challenges

The WE911 has no authorized staff. Thus, the challenge in fiscal year 2006 will be to engage a contractor who can serve as the executive director and provide operations to execute the policies and directives of the Board.



WE911 Identification Location Equipment

# STATE PROCUREMENT OFFICE

The mission of the State Procurement Office (SPO) is to provide procurement, travel management, inventory management and surplus property management services and products efficiently and effectively.



*Making the deadline*

## Responsibilities

- Procure commodities and services
- Administer contracts
- Manage inventory custodial accounts and transfers
- Provide surplus property to qualified agencies and organizations
- Provide training
- Maintain the currency of applicable Hawai'i Administrative Rules
- Issue procurement directives and circulars
- Plan for the purchase of health and human services
- Develop and implement new procurement processes
- Provide procurement of information to interested parties and the general public

## Services Provided

The Purchasing Program procures and assists in the administration of contracts in excess of \$25,000 on behalf of State agencies requesting procurement assistance and procures and administers a wide range of price list and vendor list contracts. Its contracts range from office supplies and equipment to building products, travel services, software licensing, and communication equipment and services.

The Inventory Management Program administers the State's inventory management

program, manages the statewide inventory system, redistributes excess State equipment, and inventories data for financial statements.

The Surplus Property Management Program administers the transfers of State and Federal surplus property and vehicles to State and County agencies, minority owned small businesses, and other qualified organizations.

The Health and Human Services Program develops and manages plans and templates for the purchase of health and human services.

The Policy and Rules Compliance Program administers and manages administrative rules, functional training, program directives and guidance, and various oversight functions such as compliance, exemptions, and waivers.

## Accomplishments in FY 2005

The Purchasing Program achieves savings from procurements totaling \$6.9 million with \$3.7 million resulting from price list awards, \$875,000 from commodity awards and \$2.2 million from service awards. On-line travel service resulted in an additional savings of \$520,000.

The Inventory Management Program transferred \$883,892 of excess property between State agencies and \$475,083 in donations to nonprofit organizations.

The Surplus Property Management Program received \$7.7 million in surplus equipment and vehicles from the Federal government and distributed to qualified recipients.

The Health and Human Services Program, with the assistance of the Information and Communications Services Division, developed a Request For Proposal (RFP) system allowing State agencies to post all requests for proposals



for health and human services online, effective October 1, 2004. The site fosters competition by making RFPs available in one location, easily accessible and by providing interested parties equal access to State issued RFPs.

The Policy and Rules Compliance Program successfully implemented the pCard program in 2005, including Executive Branch departments and several Counties. Total spending for all participating jurisdictions increased from \$944,000 in January 2005, with 2,715 transactions to \$3.1 million with 11,945 transactions as of June 14, 2005. A total of \$19,190.76 in cash

rebates has been generated as a result of all jurisdictions' spending levels.

## Challenges

The SPO's challenges are manifold, but provide opportunities for improvement. Turnover of personnel is expected to continue with retirements of key personnel forecasted over the next five years. Greater collaboration and teaming with personnel outside of the SPO will be necessary.



*Bid Opening*



*eProcurement, Payment and Compliance Validation System*



*Surplus Warehouse*



*Recordkeeping*



# CAMPAIGN SPENDING COMMISSION

The State Campaign Spending Commission (“Commission”) is dedicated to the proposition of “safeguarding the integrity of the electoral process.” As a guide, the laws and rules for campaign finances are applied in an open and fair manner for the benefit of the community.



*Robert Y. Watada,  
Executive Director*

As a regulatory agency the Commission strives to maintain high public confidence in the electoral process.

## Responsibilities

- Supervise the timely and accurate reporting of campaign contributions and expenditures by all candidate and noncandidate committees that are required to register and report to the Commission
- Educate and disseminate information to candidate and noncandidate committees regarding their respective reporting requirements
- Administer the Hawai'i election campaign trust fund to insure its viability for the Commission and to provide funding for publicly funded candidates
- Administer and enforce the provisions of the campaign spending law

## Accomplishments in FY 2005

The Commission's Executive Director drafted legislation, testified, and worked with Legislators and others toward the passage of House Bill 1747, H.D. 1, S.D. 1, C.D. 1 which was subsequently enacted as Act 203, SLH 2005.

Act 203 (effective Jan. 1, 2006) makes changes to campaign spending laws, including requiring all candidates to file electronically, prohibiting contributions from government contractors, and increasing the criminal penalty for falsifying information in campaign spending reports.

## Challenges

The central purpose of the Commission is to ensure that the disclosure of campaign contributions and expenditures are made in a timely, complete and accurate manner. To guarantee candidates and treasurers report timely, complete and accurate information to the Commission for public dissemination, the Commission has initiated an audit and education process for the review of recordkeeping practices. Proper recordkeeping by candidates is a challenge and is an area that needs improvement.

The disclosure to the public must be “user friendly.” Reports filed away in a file cabinet are of little value to the public. The Commission plans to provide public disclosure by developing Internet-based electronic reporting and by providing analysis and reports of the data to the public.

# OFFICE OF ELECTIONS

The Office of Elections' mission is to provide secure, accessible, and convenient election services to all citizens statewide. The Office conducts efficient and honest elections, encourages participation in the electoral process, protects voter rights, and promotes elections.

## Responsibilities

- Direct and coordinate election services statewide and assist counties with county elections
- Provide voter registration services to qualified citizens
- Educate public on voter registration and voting information
- Maintain data on registered voters, elections, apportionment, and districting
- Provide staff support to the elections commission, boards of registration, and reapportionment commission

## Services Provided

The Office of Elections provides direct services to voters and eligible voters of the State of Hawai'i. The Office is responsible for the conduct of elections and all Election Day operations. This



includes: activities relating to candidate filing and ballot production; processing and tabulating ballots; maximizing and equalizing voter registration services; providing voter education services; administering polling place operations; and disseminating election results.

## Accomplishments in FY 2005

The Office successfully conducted the 2004 Primary and General Elections using Hawai'i's



uniform, consistent statewide election policies, procedures, and practices. This success involved the efforts of thousands of Election Day volunteers and the expertise and experience of the County and State officials. The 2004 Elections marked the State's first-year implementation of the federal Help America Vote Act (HAVA) of 2002. The Office successfully met all of HAVA compliance requirements including provisional balloting/voting, a statewide voter registration system, toll-free telephone hotline for information and complaints/violations, complaints procedures to facilitate the timely adjudication of elections-related complaints, voter education (including bilingual services), and unprecedented access to voting for people in our community with disabilities.

Enhanced access for individuals with disabilities was accomplished with the acquisition of the direct recording electronic (DRE) system and the removal or abatement of physical impediments that hinder access to polling places.

## Challenges

To comply with the Help America Vote Act, a direct recording electronic (DRE) system will again be utilized in the 2006 Elections. The DRE system will entail much learning and education for everyone.

Voter education funding is also limited. In addition, the Office faces an ongoing battle recruiting precinct officials. Precinct officials are the critical link in any voting system and every effort must be made to retain them, compensate them properly, and recognize their invaluable contribution.

# AWARDS

## MANAGER OF THE YEAR



**Duane Y. Kashiwai**  
formerly with Public Works Division

## EMPLOYEE OF THE YEAR



**Karen M. Higa**  
Information and Communication  
Services Division

## TEAM OF THE YEAR



### Public Information Access Section

*Members (left to right):*  
Kristian Kerr,  
David M. Takashima  
Victorino Macapagal  
Karen M. Higa  
John K. Pescador  
Bernard Daniel Knezek  
David R.A. Tavarez  
David C.M. Yeo

## SUSTAINED SUPERIOR PERFORMANCE



**Anthony J. Baldomero Jr**  
Campaign Spending Commission



**Lloyd K. Maki**  
Public Works Division



**George H. Okano**  
Automotive Management Division

## SPECIAL SERVICE



### Pre-Audit Clerical Section

*Members (left to right):*  
Clarice E. Saito  
Gail K. Fujimoto  
Carol Jean Yakuma  
Lorraine M. Goto  
Janice S. Akamaime

## SERVICE MILESTONES

### 10 Years

Brian K. Jenkins  
Housheng Liu  
Gina S. Vergara-  
Bautista



**10 Years**  
Gina Vergara-Bautista and  
Housheng Liu

### 20 Years

Anthony Y. Agbigay  
Maurice K. Balderama  
Wayne L. Chu  
Christie-Ann Ferreira  
Donna K. Furuya  
Ryan D. Gersaba  
Karen M. Higa  
Jessie H. Inada-Kahili  
Eufrosina T. Kauahilo



**20 Years**  
*left to right : (front row) Karen Higa,  
Eufrosina Kauahilo, Violeta Rivera, Gaye  
Silva, Julie Noji, (back row) Maurice  
Balderama, Nelson Young, Wayne Yama,  
Mark Yamabe, Stephen Murai*

Ross S. Kurashima  
Edwina S. W. Loo  
Karen R. Maeda  
Stephen H. Murai  
Dwight T. Nakao  
Julie K. Noji  
Robert D. Reis  
Violeta G. Rivera



**20 Years**  
*left to right: Karen Maeda, Jessie Inada-  
Kahili, Robert Reis, Rex Yanaga  
left insert: Dwight Nakao  
right insert: Kelly Shimatsu*

Glecy A. Seminuk  
Kelly O. Shimatsu  
Gaye R. Silva  
Helen Y Tanigawa  
Wayne H. Yama  
Mark A. Yamabe  
Rex S. Yanaga  
Robynn M. Yokooji  
Nelson P. Young

### 30 Years

Alfred G. Baltero  
John E. Cambra III  
Patsy K. Kamalani  
Shirble C. Marume  
Harriet N. Miura  
Glenn Y. Miyashiro  
Ainsley I. Paki Jr.  
Gerald K. Shimabuku  
Carol Jean Yakuma



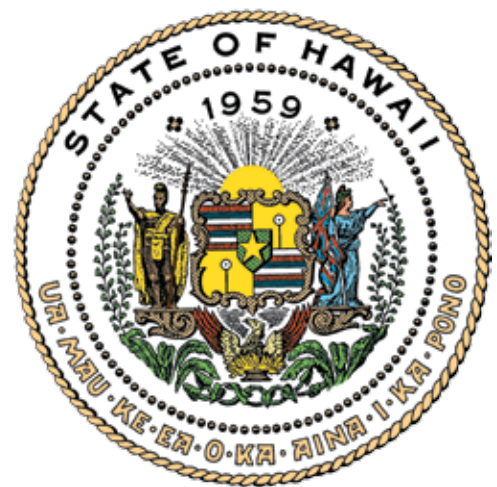
**30 Years**  
*left to right: Patsy Kamalani, Shirble  
Marume, Carol Jean Yakuma, Harriet  
Miura  
insert: Ainsley Paki Jr.*

# FINANCIAL INFORMATION

## 04-05

**SCHEDULE OF  
OPERATING FUND  
APPROPRIATION  
& ALLOTMENT  
BALANCES**

**STATEMENT OF  
NON-GENERAL  
FUND CASH  
BALANCES &  
REVENUE**





# **SCHEDULE OF OPERATING FUND APPROPRIATION & ALLOTMENT BALANCES** **JUNE 30, 2005** **(Unaudited)**

PROGRAM I.D./TITLE	AUTHORIZED STAFF (PERMANENT POSITION COUNT)	APPROPRIATION ACCOUNT 2005	APPROPRIATION ACT 41/SLH 2004	ADJUSTMENTS (EMERGENCY APPRN., COLLECTIVE BARG., TRANSFERS, RESTRICTIONS, ETC.)	NET ALLOTMENT
<b>ACCOUNTING DIVISION</b>					
AGS-101/Acct System Development & Maintenance	7	G-009-M	698,111	(47,560)	650,551
AGS-102/Expenditure Examination	18	G-007-M	1,018,293	(25,183)	993,110
AGS-103/Recording and Reporting	11	G-008-M	561,584	81,314	642,898
Total	36				
<b>AUDIT DIVISION</b>					
AGS-104/Internal Post Audit	12	G-011-M	627,854	2,060	629,914
<b>ARCHIVES DIVISION</b>					
AGS-111/Records Management	18	G-016-M	744,446	23,114	767,560
<b>INFORMATION AND COMMUNICATION SERVICES DIVISION</b>					
AGS-131/Information Processing Services	164	G-003-M	14,369,723	203,185	14,572,908
AGS-131/State Homeland Security Grant	0	S-228-M	0	262,391	262,391
AGS-131/Information Processing Services U Fund	33	S-323-M	2,182,654	0	2,182,654
Total	197				
<b>RISK MANAGEMENT OFFICE</b>					
AGS-203/Risk Management	4	G-018-M	416,295	(1,930)	414,365
AGS-203/State Risk Management Revolving Fund	0	S-321-M	10,450,000	0	10,450,000
AGS-203/Emergency Apprn Deposit to Gen Fund UH Flood Losses	0	S-331-M	0	25,000,000	25,000,000
Total	4				
<b>LAND SURVEY DIVISION</b>					
AGS-211/Land Survey	17	G-022-M	797,397	(7,974)	789,423
AGS-211/Land Survey U Fund	0	S-325-M	285,000	0	285,000
Total	17				
<b>PUBLIC WORKS DIVISION</b>					
AGS-221/Construction	17	G-031-M	1,114,262	(19,811)	1,094,451
AGS-221/Public Works CIP Operating Expenses Fund	0	S-308, 313, 314-M	4,000,000	0	4,000,000
AGS-221/Public Works CIP StaffCosts	119	B-400-M	7,500,000		7,500,000
AGS-223/Office Leasing	4	G-032-M	11,792,367	(61,198)	11,731,169
AGS-223/Office Leasing U Fund	0	S-310-M	5,500,000		5,500,000
Total	140				
<b>CENTRAL SERVICES DIVISION</b>					
AGS-231/Custodial Services	155	G-023-M	11,259,471	87,503	11,346,974
AGS-231/Emergency Apprn Electricity Payments	0	G-313-M	0	3,000,000	3,000,000
AGS-231/Custodial Services U and Special Fund	0	S-301, 326-M	952,745	0	952,745
AGS-232/Grounds Maintenance	40.5	G-024-M	1,322,140	(48,673)	1,273,467
AGS-233/Building Repairs and Alterations	30	G-028-M	2,561,079	(61,852)	2,499,227
AGS-807/Physical Plant Operations & Maintenance	238	G-002-M	16,801,511	608,549	17,410,060
Total	463.5				
<b>STATE PROCUREMENT OFFICE</b>					
AGS-240/State Procurement Office	21	G-013-M	1,043,020	(2,233)	1,040,787
AGS-244/Surplus Property Management	5	S-304-M	1,709,030	12,282	1,721,312
Total	26				

PROGRAM I.D./TITLE	AUTHORIZED STAFF (PERMANENT POSITION COUNT)	APPROPRIATION ACCOUNT 2005	APPROPRIATION ACT 41/SLH 2004	ADJUSTMENTS (EMERGENCY APPRN., COLLECTIVE BARG., TRANSFERS, RESTRICTIONS, ETC.)	NET ALLOTMENT
<b>AUTOMOTIVE MANAGEMENT DIVISION</b>					
AGS-251/Motor Pool	12.5	S-320-M	2,178,996	38,476	2,217,472
AGS-252/Parking Control	26.5	S-317-M	2,981,124	43,389	3,024,513
Total	39				
<b>KING KAMEHAMEHA CELEBRATION COMMISSION</b>					
AGS-818/Ethnic Group Presentations	0	G-035-M	36,000	(360)	35,640
<b>CAMPAIGN SPENDING COMMISSION</b>					
AGS-871/Campaign Spending Commission	4	T-910-M	4,423,489	7,141	4,430,630
<b>OFFICE OF ELECTIONS</b>					
AGS-879/Office of Elections	3	G-004, 362-M	2,512,018	55,944	2,567,962
AGS-879/State Match - Help America Vote Act	0	G-308-M	0	50,000	50,000
AGS-879/Help America Vote Act of 2002	0	S-227, 229-M	0	3,804,000	3,804,000
Total	3				
<b>STATE FOUNDATION ON CULTURE AND THE ARTS</b>					
AGS-881/Performing & Visual Arts Events	10	G-033, 360-M	1,933,595	(495,768)	1,437,827
AGS-881/Various State Grans-in -Aid	0	G-309, 310, 311-M	275,000	(25,000)	250,000
AGS-881/Performing & Visual Arts Events Federal Fund	1	S-203-M	750,336	626,464	1,376,800
AGS-881/Works of Art Special Fund	12	S-319-M	4,156,414	21,995	4,178,409
Total	23				
<b>STADIUM AUTHORITY</b>					
AGS-889/Spectator Shows & Events-Aloha Stadium	39.5	S-307-M	6,661,873	84,800	6,746,673
<b>WIRELESS ENHANCED 911 BOARD</b>					
AGS-891/Wireless Enhanced 911 Board	0	S-341-M	0	3,050,000	3,050,000
<b>OFFICE OF THE COMPTROLLER; ADMINISTRATIVE SERVICES OFFICE; PERSONNEL OFFICE; SYSTEMS AND PROCEDURES OFFICE; AND DISTRICT OFFICES-PARTIAL</b>					
AGS-901/General Administrative Services	44	G-005, 361-M	2,180,688	305,673	2,486,361
AGS-901/General Administrative Services U Fund	1	S-316-M	54,188	1,014	55,202
Total	45				
<b>DEPARTMENTAL TOTALS</b>					
G	813.5				74,544,780
S	130.5				75,684,654
T	4				4,430,630
B	119				7,500,000
Total	1067				

NOTE: Year end cash balances for special and trust operating funds reflected on the Non-General Operating Fund Cash Balances Report

APPROPRIATION ACCOUNT SYMBOLS:

G = General Funds  
S = Special Funds  
T = Trust Funds  
B = Bond Funds

# STATEMENT OF NON-GENERAL FUND CASH BALANCES & REVENUE

## JUNE 30, 2005

### (Unaudited)

PROGRAM I.D./TITLE	APPROPRIATION ACCOUNT 2005	BEGINNING CASH BALANCE JULY 1, 2004	REVENUES	LESS TRANSFERS, EXPENDITURES AND ENCUMBRANCES	ENDING CASH BALANCE JUNE 30, 2005
<b>INFORMATION AND COMMUNICATION SERVICES DIVISION</b>					
AGS-131/Information Processing Services	S-228-M	0	152,463	(152,463)	0
	S-323-M	110,601	2,209,994	(2,107,649)	212,946
Total		110,601	2,362,457	(2,260,112)	212,946
<b>RISK MANAGEMENT OFFICE</b>					
AGS-203/Risk Management	S-321, 331, 355-M	8,195,708	39,159,934	(35,130,797)	12,224,845
<b>LAND SURVEY DIVISION</b>					
AGS-211/Land Survey	S-325-M	0	0	0	0
<b>PUBLIC WORKS DIVISION</b>					
AGS-221/Construction	S-308, 313, 314-M	2,149,571	1,837,812	(1,665,301)	2,322,082
AGS-223/Office Leasing	S-310-M	0	5,501,579	(5,500,000)	1,579
Total		2,149,571	7,339,391	(7,165,301)	2,323,661
<b>CENTRAL SERVICES DIVISION</b>					
AGS-231/Custodial Services	S-301, 326-M	0	911,251	(911,251)	0
<b>STATE PROCUREMENT OFFICE</b>					
AGS-244/Surplus Property Management	S-304-M	284,608	1,259,186	(1,335,985)	207,809
<b>AUTOMOTIVE MANAGEMENT DIVISION</b>					
AGS-251/Motor Pool	S-320-M	1,616,385	2,165,871	(2,808,489)	973,767
AGS-252/Parking Control	S-317, 354-M	181,189	3,880,499	(2,510,543)	1,551,145
Total		1,797,574	6,046,370	(5,319,032)	2,524,912
<b>CAMPAIGN SPENDING COMMISSION</b>					
AGS-871/Campaign Spending Commission	T-910-M	5,311,368	826,680	(784,942)	5,353,106
<b>OFFICE OF ELECTIONS</b>					
AGS-879/Office of Elections	S-227, 229-M	6,486,678	4,429,494	(3,001,220)	7,914,952
<b>STATE FOUNDATION ON CULTURE AND THE ARTS</b>					
AGS-881/Performing & Visual Arts Events	S-203-M	(102,893)	957,612	(1,100,176)	(245,457)
	S-319-M	5,358,175	2,666,225	(2,914,459)	5,109,941
Total		5,255,282	3,623,837	(4,014,635)	4,864,484
<b>STADIUM AUTHORITY</b>					
AGS-889/Spectator Shows & Events-Aloha Stadium	S-307, 318-M	1,973,739	7,170,274	(6,392,201)	2,751,812
<b>WIRELESS ENHANCED 911 BOARD</b>					
AGS-891/Wireless Enhanced 911 Board	S-341-M	0	4,643,730	0	4,643,730
<b>PERSONNEL OFFICE</b>					
AGS-901/General Administrative Services	S-316-M	0	53,409	(53,409)	0

# CONTACT INFORMATION

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Maui District Office	David Victor	<a href="mailto:david.h.victor@hawaii.gov">david.h.victor@hawaii.gov</a>

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King Kamehameha Celebration Commission	BJ Allen	<a href="mailto:kkcc@state.hi.us">kkcc@state.hi.us</a>
Office of Elections	Dwayne Yoshina	<a href="mailto:Dwayne.Yoshina@hawaii.gov">Dwayne.Yoshina@hawaii.gov</a>
State Foundation on Culture and the Arts	Ronald Yamakawa	<a href="mailto:ronald.yamakawa@hawaii.gov">ronald.yamakawa@hawaii.gov</a>
State Procurement Office	Aaron Fujioka	<a href="mailto:aaron.fujioka@hawaii.gov">aaron.fujioka@hawaii.gov</a>



## COVER ART

Transparent glass mosaic mural for Kalanimoku Building, 1975, by Erica Karawina

Front Top:	Kakahiaka, meaning morning. Kāne, the creator, with sunrise and flowers.
Front Bottom:	Awakea, meaning noon. Lono, God of Earth, with rainbows, mountains, petroglyphs.
Back Top:	`Auinalā, meaning afternoon. Ku, God of War, and Pele, Goddess of Volcanoes, with mountains.
Back Bottom:	Pō, meaning night. Kanaloa, God of the Sea, and Goddess Hina, who fled to the moon with ocean, fish, and stars.

*The State Foundation on Culture and the Arts commissioned the glass murals in 1975. Each mural consists of 48 individual panels. The total glass area is 2,200 square feet and the weight of the four murals is 21,600 pounds.*

*Erica Karawina was born in Germany and was privately educated in Europe and the United States. She traveled widely, settling in Hawai'i in 1949. Her work is included in collections in the Library of Congress, Boston Museum of Fine Arts, Metropolitan Museum, Museum of Modern Art, Worcester Fine Arts Museum, the Honolulu Academy of Arts and numerous churches.*

## ACKNOWLEDGEMENTS

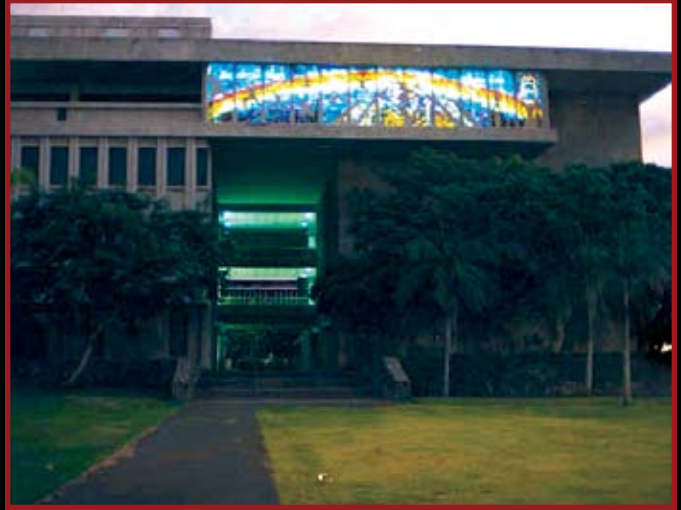
DAGS Annual Report Committee:

Katherine H. Thomason, Deputy Comptroller  
 Dean Seki, Public Works Division  
 Ernest Lau, Public Works Division  
 Lester Nakamura, Information and Communication Services Division  
 James Richardson, Central Services Division  
 Susan Shaner, Archives  
 Ruth Yamaguchi, State Procurement Office  
 Ronald Yamakawa, State Foundation on Culture and the Arts  
 Kerry Yoneshige, Administrative Services Office  
 Karen Higa, Information and Communication Services Division

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Department of Accounting and General Services  
 Kalanimoku Building  
 1151 Punchbowl Street  
 Honolulu, HI 96813



The Kalanimoku Building houses the central offices of the State of Hawai'i Department of Accounting and General Services and the Department of Land and Natural Resources. The four story prestressed concrete structure, designed by Shoso Kagawa and Associates and completed in 1976 at a cost of \$13.3 million, contains a gross floor area of over 220,000 square feet. It is located on 5.3 acres of land in the historic Downtown Honolulu Capitol District, across from the State Capitol and next to Honolulu Hale, or City Hall.

The building is named after Kalanimoku, who was the kalaimoku, or prime minister, during the reign of Kamehameha I, II, and III. Kalanimoku held the position of principal executive officer and treasurer and trusted advisor to the kings. As a well-respected man of great natural ability, Kalanimoku could be relied upon to keep his word in both governmental affairs and in business matters. Kalanimoku served a lengthy career as one of the key figures in Hawai'i's government until his death in 1827.



## DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

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